

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: NEW POSITION EXISTING POSITION (allocated)

PART I - Position Information. Items 1 through 12 to be completed by department

1. Agency Name: Kansas State University
9. Position Number: W0041395
10. Department ID: 3670045010

2. Employee Name (leave blank if position vacant): Kathleen Crilley but Will be vacant on ~ June 1, 2008
11. Present Class Title (if existing position): Senior Administrative Assistant

3. Division: College of Engineering
12. Proposed Class Title: Administrative Specialist

4. Section: Dean's Office

5. Unit

6. Location (address where employee works)
City: Manhattan County: Riley

7. Type of Appointment (Circle)

Full Time Part Time 100%
School Employee
Limited Term ending date (if applicable):

8. Regular hours of work: (enter appropriate time)
FROM: 8 AM/PM TO: 5 AM/PM

H	13. Allocation	Senior Administrative Assistant
U		
M	Supervisory Status: yes/no	FLSA CODE: nonexempt/exempt
A		
N		
R	14. Effective Date:	5/6/08
E	15. By:	Approved: [Signature]
S	16. Audit(s)	
O	Date:	By:
U	Date:	By:
R		
C	17. Position Review(s)	
E	Date:	Date:
S	Date:	Date:

PART II - Organizational Information. To be completed by department head or supervisor of the position.

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)
This position exists to provide administrative support for the K-State College of Engineering Dean's Office.

b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position. Dean English has embraced the quote of President Wefald quoting President Richard Nixon, "I have an absolute rule. I refuse to make a decision that somebody else can make." As such, changes in workload and level of responsibility have been made to this position because our new Dean has convinced other staff that they must delegate responsibilities they've notoriously held on to. He has pressed this so that we have time to complete his new initiatives. LEA/RN and Learning Communities has been eliminated with fy 2008. Responsibilities previously held by the Admin Assit to the Assoc. Dean & the Accountant III have been permanently reassigned to this position. This should also lend itself to better management of the college through efficiencies.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)

Name: Nancy Logan Title: Accountant III Position Number: W0009904

List other individuals who may provide input for evaluation purposes.

Name: Patricia Berens Title: Assistant to the Associate Dean Position Number: W0009911

20. a) How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Employee is given complete latitude to prioritize work and exercises initiative in meeting deadlines for the completion of responsibilities. Independent judgment, initiative, and confidentiality are used in accordance with state, university, and division policies. Most of the work assignments are initiated independently. Other work assignments are brief and usually given verbally. Employee exercises initiative in determining whether or not additional information is necessary to complete the task. Most of the work performed is not reviewed by the supervisor. Other assignments are reviewed for results obtained.

21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***how** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. **OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.**

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

No. % E or M

1. 30% E - The incumbent serves as receptionist for the K-State College of Engineering Dean's Office greeting visitors and answering questions, resolving problems or referring them to the appropriate office or person. Solves problems, gives direction, provides keys and/or room equipment, and reports minor repairs to the Division of Facilities. Responds to emergencies involving equipment/technology troubles in the classrooms. Answers the phone, screens and refers calls, schedules appointments, schedules rooms, takes and relays messages, and answers routine questions. Work is reviewed only in new or unusual circumstances.
2. 20% E - The incumbent initiates and composes various correspondence and reports for the Associate Dean (W0009900), the College Fiscal Officer (W0009910), the Accountant III (W0009904) the Assistant to the Associate Dean (W0009911), and the Accounting Specialist (W0010430) using Microsoft office software. Coordinates mailings and updates directories and committee lists for the College. Orders equipment and supplies and maintains inventory for office supplies. Orders keys and maintains key inventory. Processes outgoing packages for the units in order to assure they are delivered appropriately and within deadlines. Work is reviewed only in new or unusual circumstances.
3. 10% E - The incumbent pays Foundation bills for the Dean's office and units (except EES). Correspondence and required receipts are forward to the Budget/Fiscal Officer or Director, whichever is applicable, for signature.
4. 10% E - The incumbent maintains the College prospects and admits database and makes changes to the data based on information received from the student, including requests for information regarding admission and financial aid, engineering programs and events such as ESSI, Scholarship Day, Engineering Day. Uses the database to pull lists of appropriate students for mailings of COE recruiting information and event details and directions. Work is reviewed only in new or unusual circumstances.
5. 10% E - The incumbent maintains the College scholarship database and makes changes to the data based on information received from the student, including transcripts, GPAs, applications, OSMS nominations, etc. Answers routine scholarship questions associated with why a student has not been offered a scholarship and works quickly to correct any errors or discrepancies in the database. Work is reviewed only in new or unusual circumstances.
6. 10%E - The incumbent composes gift acknowledgement letters for contributions to the Foundation based on criteria established by the Dean. This encompasses gifts to all departments within the college. Signs on behalf of the Dean for contributions less than the designated threshold. The incumbent composes personalized thank you notes for the Dean for alumni who attended Dean hosted events. Work is reviewed only in new or unusual circumstances.
7. 5% E - The incumbent manages and coordinates the teaching award program for the Hollis, Snell, Myers-Alford and Commerce Bank awards for the Associate Dean (W0009900). Initiates the process by contacting the graphic artist to update the flyers and sends requests for nominations. The incumbent determines eligibility of the nominees according to the award's provisions, makes sure all forms and required materials are completed and available and coordinates class evaluations for two semesters with the Center for Teaching and Learning. Assists the chair of the selection committee with the committee's review of the materials and its final selection. Orders plaques and monetary checks as applicable with each award.
8. 5% M - The incumbent coordinates scheduling the technical equipment used by faculty and scheduling of rooms controlled by the Dean of Engineering. Coordinates with College of Engineering Computing Services to be sure all equipment is maintained and upgraded and that the appropriate software is installed. Responsible for the lock boxes, which contain master keys for the Engineering Buildings. Oversees services for the copy machine used by all personnel in the Dean's Office, Engineering Experiment Station, Multicultural Engineering Program, Women in Engineering & Science Program, Computing Services, External Affairs, Student Services and Recruitment & Leadership Development. Manages the faculty/staff lounge by purchasing all supplies and being conscientious of costs and making sure lounge is open and ready for use. Also oversees fax transactions, copies, opening & distribution of mail and miscellaneous student projects and completes these duties in their absence. Creates and maintains documentation for student use. The incumbent provides back-up support to the college units/departments. This includes working with associate deans, assistant deans, directors and faculty to ensure their deadlines are met. Performs other duties as requested. Work is reviewed only in new or unusual circumstances.

22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker: Assigns, trains, schedules or oversees work of others.
- Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.
- Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the class titles, and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples and describe consequences of action.

Our college programs are interrelated in some way to this position. Associated college business functions are dependent on the sound judgment and accurate execution of the duties of this position. Exceptional customer service is key to preserve goodwill with our students & their families, potential students, alumni, faculty and staff. Failure to expend money from the appropriate accounts could result in loss of donor good will and money. Confidentiality is a must for this position.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This person in this position is highly visible. Daily initial contacts are made with visitors and callers including students, potential students, parents, alumni, faculty, and staff as well as state, federal and industry officials in regard to all facets of the K-State College of Engineering for the purpose of answering questions, resolving problems, scheduling appointments, screening and directing calls.

25. a) What hazards, risks or discomforts exist on the job or in the work environment?

Eyestrain and repetitive movements required in the use of computer may cause discomfort. Stress associated with numerous interruptions, deadlines, and managing workload.

b) Describe any methods, techniques, procedures or equipment that must be used to ensure safety for equipment, employees, clients and others.

Use of ergonomically correct work station.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

Daily use of phone, pc, printer, copier, fax, and calculator.

PART III - Education, Experience and Physical Requirements Information.

27. **MINIMUM REQUIREMENTS** as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29)

~~Two years~~ of experience in general office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the agency.
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28. NECESSARY SPECIAL REQUIREMENTS

a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.

b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Work requires repetitive movements to operate electronic equipment.

29. PREFERRED QUALIFICATIONS AND SKILLS

a) List preferred education or experience that may be used to screen applicants.

Secretarial or Vocational education is preferred.

b) List preferred special knowledge, skills and abilities.

Preference will be given to applicants with two year of experience using Microsoft Office software, the proven ability to multi-task in a team environment, and excellent verbal and written communication skills. Must have sound judgment and excellent organizational skills as well as the ability to determine priorities and work unsupervised. Candidates must be highly motivated and have exceptional customer service skills.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).